



City of Austin - JOB DESCRIPTION



Accounting Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10041	Salary Grade:	AA5
Approved:		Last Revised:	January 30, 2008

Purpose:

Under general direction, direct the activities of a division/section engaged in preparing and maintaining financial accounting records and reports to ensure that the financial position of the City/department is fairly and accurately represented.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews and evaluates financial and accounting documents, reports, and statements.
2. Analyzes data to discover patterns and/or discrepancies.
3. Develops financial forecasts for department and/or City i.e., estimate revenues, costs, and realized revenues.
4. Develops and/or reviews and evaluates fiscal impact statements.
5. Conducts routine intra-departmental fiscal reviews.
6. Develops and reviews financial indicators for various funds.
7. Develops and implements accounting systems.
8. Compiles data/information for reports, cost estimates.
9. Researches information as requested and/or needed.
10. Reviews and analyzes requisitions for personnel, purchases.
11. Reviews and analyzes financial summaries and reports.
12. Balances payroll, postal charges, accounts.
13. Projects costs and revenues to determine appropriate rates and fees.
14. Reviews and evaluates various reports and studies.
15. Analyzes market and economic conditions.
16. Writes technical reports
17. Manage division/section activities
18. Monitor departmental budget expenditures
19. Develop and revise operating procedures..

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of bookkeeping procedures.
- Knowledge of the preparation process for financial statements in conformity with accepted auditing standards and accounting principles.
- Knowledge of financial reporting concepts and preferred business practices.
- Knowledge of supervisory and management techniques.
- Knowledge of the concepts for review and evaluation of internal control systems and auditing procedures.
- Knowledge of specialized industry accounting practices and procedures.
- Knowledge of internal control systems used for general accounting principles.
- Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts.
- Skill in processing large volumes of numerical data.
- Skill in designing and maintaining complex spreadsheets and data bases utilizing word processing software.
- Skill in effective oral and/or written communication.
- Skill in analyzing and interpreting financial records.
- Skill in resolving problems or situations requiring the exercise of good judgement.
- Skill in analyzing complex financial data and proposing viable solutions.
- Skill in the use of mathematics in forecasting trends, cash flows, revenues and expenses.
- Skill in the application of cost benefit analysis, present value theory and computer fundamentals.
- Skill in determining needs, gathering, analyzing and presenting data to provide accurate information for management's use.
- Skill in anticipating and accurately predicting the results of alternate courses of action.
- Skill in compiling division reports.
- Skill in preparing accurate and complex financial statements.

Minimum Qualifications:

- Graduation from an accredited four-year college or university in a field related to the job, twenty-four (24) semester hours in Accounting plus four (4) years of experience in which includes one (1) year lead/supervisory experience; Four (4) years toward a five (5) year Accounting Degree, plus four (4) years accounting experience, one (1) of which was in a lead or supervisory capacity.;
- A Master's degree in Accounting or Business Administration may substitute for two years of the required experience
- A CPA may substitute for the required four year degree

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.